OUR COMMITMENT TO CIVILITY AND A HEALTHY WORKPLACE

1. Each staff member should strive to demonstrate a commitment to diversity and multiculturalism through their everyday actions and communications – both written and verbal – and capitalize whenever possible on opportunities to improve cultural competencies.

2. Each staff member should strive to demonstrate a commitment to organizational success by engaging in continuous quality improvement processes, exhibiting adaptability to change, and adopting model practices and innovations as appropriate.

3. Each staff member should strive to promote respect and practice civility by developing positive working relationships with other staff, by demonstrating courtesy and care to those we educate and serve, by resolving conflicts in timely and constructive manner, and by recognizing others’ achievements and contributions to the organization.

4. Each staff member should strive to achieve high levels of integrity at all times. Integrity means keeping our commitments as our word equals our deeds. Integrity builds trust by giving others the feeling that we are dependable. Working with integrity requires us to focus on our shared value system as a division, this is demonstrated by making financial decisions in an ethical manner, by making administrative decisions based on fairness and ethical principles as opposed to personal wants and needs, by honoring confidentiality with regard to student information/records and personnel matters, and by taking responsibility for personal choices and communications.

5. Each staff member should strive to conduct their duties in a method commensurate with the high ethical and moral standards of the profession of student affairs and other helping professional associations that she/he may be affiliated with. This includes ethical conduct in fiscal matters, interpersonal relationships and interactions with university colleagues and students. Staff should always be cognizant of inherent power differences that may be present in these interactions and strive not to use them to advantage in a way, which may violate the Universities policies on sexual harassment, bullying or our values of social justice.
6. Each staff member strive to **execute their job duties in a professional manner** by balancing self-initiative and ownership with collaboration and teamwork, by utilizing University resources (including technology) in a responsible and efficient manner, and by taking personal responsibility for personal development and lifelong learning.

7. Each staff member should strive to **manage their own work schedule and the work schedules of those they supervise** with accountability, exhibiting appropriate flexibility while maintaining equity, for the purpose of enabling us to effectively meet the needs of our constituents while supporting employee wellness.

8. Each staff member should strive to **participate actively in the organization** by seeking assistance when needed and offering support when able, as well as by raising concerns as they arise and being open to constructive feedback when given.

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